



**STEERING COMMITTEE MINUTES FOR 7/27/11**  
**8:00 AM**

**Steering Committee Meeting**

8:00 – 8:30 a.m.

**Present**

Commissioners: Kate Maehr (Co-Chair); Cristal Thomas (Co-Chair); Grace Hou; Tracy Smith  
Guests: Allison Forrer and Carissa Gomez, Feeding Illinois; Doug Schenkelberg

**Not Present:** Mark Ishaug

8:00 – 8:30 a.m.

- I. **Roll Call** – a quorum was present.
- II. **Approval of Minutes from last meeting:** Tracy moved and Grace seconded that the minutes from the last meeting be approved as presented. The motion passed.
- III. **Listening Tour Updates:** Tracy provided an overview of and the goals for each of the remaining listening tour events. All events have either been confirmed or at least have tentative dates. The next event is August 9 at the Friendship House in Peoria.

Grace Hou noted that there was no event that focused specifically on serving the elderly or disabled. There was discussion and it was decided that the Rockford event on October 6 was the best location to hold such a discussion. We discussed the local Center for Independent Living (RAMP); ADRC site (Northwestern Illinois AAA), or another partner program of IDHS. Tracy will work with Grace to identify and secure a location.

**Next Steps:** We discussed that for each listening tour event we should schedule a follow up call after the event to share findings and answer questions that arose.

- IV. **Review and Approval of “Working Group Chair Overview” including the timeline and “Recommendation Worksheet”**
  1. Goal of the Working Group Chair Overview is to assist the groups in their work by providing expectations and outlining the specific populations their group will address. This will be shared, if approved. Cristal moved that we adopt the Working Group Chair Overview and Grace seconded. The motion was approved.
  2. The Recommendation Worksheet is designed as a guide for the working groups to help them think through and prioritize recommendations.
  3. We discussed the timeline and the goals for meetings. Working Groups will begin to identify their areas of focus so that at the September 26 meeting we

can group and assign recommendation topics. Grace suggested adding to the timeline that by October we set aside time to go over what was learned from the listening tour since these findings will drive the recommendations. Kate suggested a phone call to be held the first week of November to distill the information that was gathered during the tour. This will be open to all commissioners and working group members.

V. The meeting was adjourned.

### **Working Group Chair Meeting**

8:30 – 9:00 a.m.

#### **Present**

Steering Committee: Kate Maehr (Co-Chair); Cristal Thomas (Co-Chair); Grace Hou; Tracy Smith  
Working Group Chairs: Marla Goodwin; Dawn Melchiorre (representing Kathy Ryg); Dan Lesser  
Guests in attendance: Allison Forrer and Carissa Gomez, Feeding Illinois; Doug Schenkelberg

#### **I. Attendance**

#### **II. Working Group Chair Overview and Timeline**

Purpose of this document is to help define who the populations are that we are focused on and to clarify what we need to accomplish over the next couple of months. The intention is to help us all keep focus and work towards creating our final plan. Dan asked how we develop the substance for the recommendations so that they are not too broad. Need expertise to get specifics so that there are solid recommendations that are actionable.

#### **III. Recommendation Worksheet**

This tool is based on one used by the Poverty Commission. It is to be used as a guide so that the recommendations that we make are applicable to what we are trying to accomplish. Tracy added that it is a tool for points of reflection to help gather what we have learned and organize our thoughts in order to move forward. It will help define concrete ideas that have associated goals and strategies.

#### **IV. Other Resources**

Working Group chairs requested assistance in assembling research on best practices from other states, particularly those that use federal dollars. The Underserved Populations Working Group has begun to assemble this type of information. Kate and Tracy will discuss assembling more research for each of the working groups on best practices and other low hanging fruit.

Dan requested that we tap the expertise we currently have on the Commission, particularly those who have facilitated state and federal programs who can brief on the programs and share their recommendations.

Another important way of gathering information is the listening tour stops. In order to maximize what we learn in those meetings, we will debrief calls the day after the listening tour events to share what was learned and decide what else needs to be learned about what was discussed. Also, during the first week of November we will have an all commission and working group member call to review everything that was covered from the listening tour events. After each event we will have write-ups as well that cover what was learned.

**V. Goals for August meetings**

- i. Set dates for September, October and November meetings
- ii. Discuss timeline
- iii. Discuss initial issues, barriers, opportunities, best practices and gaps in knowledge
- iv. Narrow down topics for focus